

SUGGESTED AGENCIES FOR OBTAINING A TYPING CERTIFICATE

The following list of agencies should be considered a resource guide for obtaining a typing certificate and is for reference only; the City of Long Beach Civil Service Department does not directly recommend the services of the listed agencies. Keyboarding skills certification (proof required)* from an approved government, employment or training agency recognized by the Civil Service Department and obtained within the last 12 months will be considered.

Long Beach/Los Angeles Area

Carson Career Center (No Charge)
801 E. Carson Street #117
Carson, CA 90745
(310) 952-1762
Monday-Thursday 8am - 4:30 pm
Appointment Required

Inglewood One Stop Center (No Charge)
110 South La Brea Avenue
Inglewood, CA 90301
(310) 680-3700
Only Tuesday 9am -12pm Thursday 2-4pm

Long Beach City College (No Charge)
Liberal Arts Campus
4901 East Carson Street, Room M109
Long Beach, CA
(562) 938-4904
Mon - Thurs 12 - 5pm, Fri 12 – 3pm

Long Beach City College (No Charge)
Pacific Coast Campus
1305 East Pacific Coast Hwy, Room MD137
Long Beach, CA
(562) 938-3303
Mon - Thurs 12 -5pm, Fri 12 – 3pm

Cerritos Career Center (No Charge)
10900 E 183rd Street Suite 350
Cerritos, CA 90703
(562) 402-9336
Mon- Fri 8 -10:30 am; 12:30 -2:30 pm;
3-4:30p.m.

Mt. San Antonio College (No Charge)
1100 North Grand Avenue
Walnut, CA 91789
Building 30, Room 111
(909) 594-5611 Ext. 4935
Mon - Thurs 3-7pm.

Foothill Workforce Investment Board (No Charge)
1207 East Green Street
Pasadena, CA 91106
(626) 584-8378
Appointment Required

One Stop Business and Career Center (No Charge)
16801 South Western Avenue
Gardena, CA 90247
(310) 538-7070 Walk-ins
Mon - Fri 8am - 5pm

Orange County Area

Rio Hondo (No Charge)
3600 Workman Mill Road, B 107
Whittier, CA 90601
Business Dept. (562) 463-7364
Mon - Thru 1-6pm; Fri 9am -12pm
Appointment Required

Organizations that Charge

Computer Training Center (\$20 fee)
Adult Education
ABC Adult School
12254 Cuesta Drive
Cerritos, CA 908073
(562) 926-6734 ext. 25175
Call Mon - Thurs 9 - 11:30 am or leave a message.

Downey Adult School (\$49)
12340 Woodruff Avenue
Downey, CA 90241
(562) 940-6241
\$49 fee (Cash Only)
Mon 12:30 - 4:30pm and Sat 8:30am-12:30pm
Call Before

Montebello Adult School (\$5 Charge)
149 North 21st Street
Montebello, CA 90640
(323) 887-7844
Appointment Required

Huntington Beach Adult School (\$20 Charge Cash Only)
17231 Gothard
Huntington Beach, CA 92647
(714) 842-6227
Call for Testing Dates

Focus on Temps (\$20 Charge, Cash Only)
10055 Slater Avenue, Suite 216
Fountain Valley, CA 92708
(714) 848-6129 Appointment only

Fullerton College (\$15 plus \$2 for day parking pass)
321 East Chapman Avenue, Building 300, Room 310
Fullerton, CA 92832
(714) 992-7032 Appointment Only
Mon – Thurs 8am -6pm; Fri 8am – 4pm